



# MILLFIELDS PRIMARY SCHOOL

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HEADTEACHER: Mrs Janet Meacock

## Millfields Primary

### Subject Access Request Form

Please complete the following form and return it to the school office in a sealed envelope addressed to the Data Protection Officer.

#### A) Data Subject Details

Title	
Surname	
First Name(s)	
Current Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email Address	
Date of Birth	
Details of identification provided to confirm name of data subject in question	
Details of data requested	



If the person requesting the information is NOT the data subject, complete the section B below:

**B) Details of Individual Requesting Information (if not data subject)**

Are you acting on behalf of the data subject with their written consent or in another legal authority?	<b>Yes</b>	<b>No</b>
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)		
Has proof been provided to confirm you are legally authorised to obtain the information? (e.g. letter of authority)	<b>Yes</b>	<b>No</b>

<b>Title</b>	
<b>Surname</b>	
<b>First Name(s)</b>	
<b>Current Address</b>	
<b>Telephone (Home)</b>	
<b>Telephone (Work)</b>	
<b>Telephone (Mobile)</b>	
<b>Email Address</b>	

**C) Declaration**

I hereby request Alresford Primary provide me with the information about the data subject above.

**Signature**

**Name**

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**Date**

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